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**Clarke County
Joint Administrative Services**

To: All firms interested in RFP #20-0214

From: Mike Legge

Date: February 7, 2020

Phone:

Pages: 2 total

Re: Addendum #001 for RFP #20-0214

CC:

ADDENDUM # 001 for RFP #20-0214 COMPETITIVE MARKET PAY REVIEW

In order to answer some questions that we have received, the Clarke County Purchasing Office is posting this Addendum #001.

Question #1: Can the County please confirm that it is acceptable for vendors to perform the majority of the work (e.g., PD comparisons, data analysis, etc.) at the contractor's location?

Answer #1: Yes, it is acceptable.

Question #2: We did not see any requirements for proposal formatting, such as font, size, page count, etc. Does the County have any such requirements?

Answer #2: No.

Question #3: Can the County please confirm that vendors do not need a Clarke County Business License to submit a proposal and are only required to obtain a license if selected for the work?

Answer #3: Yes, only the selected vendor may need to obtain a Clarke County Business License.

Question #4: Will the County accept proposals delivered in person?

Answer #4: Yes. The proposals must be received in the Clarke County Purchasing Office before 3:00:00 on February 14, 2020.

Question #5: Does the County have a requirement or a preference for how many other jurisdictions are included in the comparative analysis?

Answer #5: We would like for the comparative analysis to look at all of the other Class 1 Social Services in the Northern Region as defined by the Virginia Department of Social Services.

Question #6: Does the County have a requirement or a preference for how many other positions are used to evaluate the salary of each of the 18 labor categories/job titles?

Answer #6: There is not a defined number of positions, however we would like for a comprehensive review and an explanation of the methodologies used (Including how many positions and their locations) to be included in the final product.

Question #7: Will the County provide assistance in making connections with other jurisdictions in order to obtain PDs and/or employee pay data?

Answer #7: If asked and needed, the County may assist the selected vendor in these efforts.

Question #8: Item 3 states "3. Collect and analyze job descriptions and employee pay rates for every Clarke County Department of Social Services' employee and position (including vacant positions)." Does the County require the analysis at the level of the employee? For instance, if two individuals are both in the same job, should the compensation analysis address the compensation differences between those two individuals?

Answer #8: Yes, the compensation analysis should address the compensation differences between individuals.

Question #9: Can the County please provide the number of staff members in each of the 18 jobs?

Answer #9: The Clarke County Department of Social Services does not have 18 job titles, they have 18 staff. While many of them have the same title, their job duties differ by person as they handle different programs which are comprised of different policy and training requirements.

Please be sure to complete the bottom portion of this and include a signed copy with your proposal form.

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PRINT, PLEASE:

Yes, I acknowledge receipt of this addendum #001 for the RFP #20-0214.

Name _____ Name of Company _____

Street Address _____

City, State, Zip _____

E-Mail _____